



REFERRALS

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GENERAL

A referral is made in response to a request to fill a vacancy. A referral list is an alphabetical list of the three highest ranking candidates from the appropriate employment list. In accordance with Director's procedures, all individuals who respond to the referral should be interviewed. The appointing authority may also consider the names of qualified individuals who wish to transfer or reinstate together with the names provided on the referral list.

TYPES OF REFERRALS

REGULAR REFERRAL - The three highest ranking individuals on the list are referred. If there are tied scores all individuals at the same score are referred. See Attachment A for a sample referral.

MULTIPLE (Vacancies) REFERRAL - The same appointing authority has two or more vacant positions for the same class in the same location to be filled. The top three names are referred, with one additional name referred for each additional position. If there are tied scores, all individuals at the tied score are referred. The number of names the appointing authority receives is equal to the number of vacancies plus two. Example: Mr. Smith in accounting has three Accounting Tech II positions to fill. The three positions require the same minimum qualifications and competencies. He would receive a referral list with five names. Three names are received for the first position and one additional name for each additional position for a total of five names. See Attachment B for a sample referral.

ADDITIONAL NAMES

An appointing authority may request additional names for consideration if a name is removed from the eligible list for one of the following reasons:

- False statements or attempts to practice fraud and deception during the application process
- No longer interested or available for employment
- Attempts to use political pressure or bribery
- Unauthorized access to examination information
- Violation of state statutes or regulations that may affect the ability to perform the job
- Appointment to another permanent position
- Failure to meet the minimum qualifications
- A record of unsatisfactory performance
- Failure to report for an interview
- Failure to respond to a referral within the time allowed
- Refusal of an appointment or conditions previously indicated as acceptable
- Interviews with the same appointing authority and failure to be appointed after three referrals from a promotional or open-competitive list
- Evidence of current excessive use of substances that may affect job performance.
- Other reasons with written approval from the Director of the Department of Personnel & Administration

The appointing authority would be referred the name of the next ranking individual on the list. If there is a tied score at the next rank, all individuals at that rank will be referred, in alphabetical order.

If the original referral contained more names, due to tied scores, then the appointing authority may not receive additional names until s/he has less than the allowable number. Example: Mr. Smith in accounting has three Accounting Tech II positions to fill and will be referred five individuals. He received a referral list with seven names due to tied scores. One individual did not respond to the referral by the designated respond date and the other had accepted a position in another agency. Both reasons would usually allow the referral of additional names, but Mr. Smith still had five names to select from, which is the allotted number when filling three positions. He would therefore, not be referred any additional names. See Attachment C for a sample referral.

INCOMPLETE REFERRALS

A complete referral is at least three names for one position, with an additional name for each additional position. If fewer than the necessary number of individuals are available, the appointing authority may interview the individuals available and make an appointment or request a complete referral. If a complete referral is requested, the agency needs to:

- Cancel the existing list for the position
- Announce and recruit
- Invite the individuals on the canceled list to apply and participate in the new examination
- Test applicants
- Establish the eligible list
- Make a complete referral from the new list

NOTICES TO APPLICANTS

All applicants referred for consideration to an appointing authority for a vacant position are to be notified. It is recommended the notification be in writing. The notice includes the following:

- Job to be filled
- Location of the job
- Person to contact for an interview
- Date by which s/he must respond

After the appointing authority has made a selection it is also his/her responsibility to notify the individuals not selected.

TIME LIMITS

A minimum of seven days from the date of the written referral notice is allowed for applicants to respond to the contact person. If applicants are contacted by telephone 48 hours is allowed for a response.

ATTACHMENT A

SAMPLE OF REGULAR REFERRAL

EXAMPLE 1: One position to fill. Following is the eligible list that was created for the vacancy. The top three individuals would be referred: Williams, Aguilar, and Vandoozer.

REGISTRATION NUMBER: G3A2TA 06 13 1996 11 35
CLASS TITLE: ADMIN ASSISTANT I

SSN	NAME		SCORE	VPI	SEX	ETH
125 48 4880	WILLIAMS	T	95		M	5
521 54 3392	AGUILAR	T	93		M	4
521 15 2252	VANDOOZER	K J	88		F	5
521 21 2121	LOVETO	S	87		F	5
548 98 7266	GREEN	L B	87		M	5
522 62 7170	THOMPSON	D	86			0
520 46 9988	READY	S	85		F	5
522 64 0444	MCGOWEN	L L	84		F	5
524 39 5425	MCCOWN	L J	83		F	5
523 68 5107	HASTINGS	M F	83		F	4
523 45 4991	BROWN	D M	78		F	5
521 92 2242	HARDING	C A	78		F	4
521 94 5859	STEWART	J L	75		F	5
523 80 8603	COX-JAUDON	K S	75		F	5
134 48 9941	FARO	J M	75		F	5
521 27 6584	OXENREIDER	S A	75		F	5
476 09 2113	RYAN	M	72		F	5
122 24 3555	MCALLISTER	J A	71		F	5
522 70 0768	FEDERICO	R M	71		F	4

EXAMPLE 2: One position to fill, tie at #1 rank. All individuals at rank #1 are referred. Since there are two individuals at rank #1 both will be referred and the individual at rank #2 for a total of three individuals. The appointing authority would receive the following names: Giboney, Golucky, and Goodnight.

REGISTRATION NUMBER: H1G2TX 05 06 1998 08 50 SEQ NBR: 01
CLASS TITLE: HUMAN RESOURCES SPEC I VACANCY SOURCE AGENCY:
QAA

SSN	NAME		SCORE	VPI	SEX	ETH
286 49 4171	GIBONEY	A A	89		F	2
123 43 0003	GOLUCKY	H	89			
123 33 2947	GOODNIGHT	D V	86		M	2
363 72 6359	GONZALES	R	84		M	4
177 77 7782	GHIA	C	81		M	5
799 56 1233	GARRISON	A	70		F	2

ATTACHMENT B

SAMPLE OF MULTIPLE REFERRAL

EXAMPLE 1: Three positions to fill. The appointing authority receives five names (the number of positions(3) + 2 = 5). The top five individuals would be referred: Williams, Aguilar, Vandoozer, Loveto, and Green.

REGISTRATION NUMBER: G3A2TA 07 10 1998 11 35
CLASS TITLE: ADMIN ASSISTANT I

SSN	NAME		SCORE	VPI	SEX	ETH
125 48 4880	WILLIAMS	T	95		M	5
521 54 3392	AGUILAR	T	93		M	4
521 15 2252	VANDOOZER	K J	88		F	5
521 21 2121	LOVETO	S	87		F	5
548 98 7266	GREEN	L B	86		M	5
522 62 7170	THOMPSON	D	85			0
520 46 9988	READY	S	85		F	5
522 64 0444	MCGOWEN	L L	84		F	5
524 39 5425	MCCOWN	L J	83		F	5
523 68 5107	HASTINGS	M F	83		F	4
523 45 4991	BROWN	D M	78		F	5
521 92 2242	HARDING	C A	78		F	4
521 94 5859	STEWART	J L	75		F	5
523 80 8603	COX-JAUDON	K S	75		F	5
134 48 9941	FARO	J M	75		F	5
521 27 6584	OXENREIDER	S A	75		F	5
476 09 2113	RYAN	M	72		F	5
122 24 3555	MCALLISTER	J A	71		F	5
522 70 0768	FEDERICO	R M	71		F	4

EXAMPLE 2: Four positions to fill, tie at #3 and #4 ranks. The appointing authority receives six names (the number of positions(4) + 2 = 6). The individuals at the following ranks will be referred: #1, #2, #3 and #4. Since there are three individuals tied at #3 rank only the next score is used for referral or rank #4. Since there is also a tie at rank #4 which would be the sixth individual the appointing authority will receive seven names. The following names are referred: Williams, Aguilar, Vandoozer, Loveto, Green, Thompson and Ready.

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CLASS TITLE: ADMIN ASSISTANT I

SSN	NAME		SCORE	VPI	SEX	ETH
125 48 4880	WILLIAMS	T	95		M	5
521 54 3392	AGUILAR	T	93		M	4
521 15 2252	VANDOOZER	K J	88		F	5
521 21 2121	LOVETO	S	88		F	5
548 98 7266	GREEN	L B	88		M	5
522 62 7170	THOMPSON	D	86			0
520 46 9988	READY	S	86		F	5
522 64 0444	MCGOWEN	L L	85		F	5
524 39 5425	MCCOWN	L J	84		F	5
523 68 5107	HASTINGS	M F	83		F	4
523 45 4991	BROWN	D M	79		F	5
521 92 2242	HARDING	C A	78		F	4
521 94 5859	STEWART	J L	77		F	5
523 80 8603	COX-JAUDON	K S	76		F	5
134 48 9941	FARO	J M	75		F	5
521 27 6584	OXENREIDER	S A	75		F	5
476 09 2113	RYAN	M	72		F	5
122 24 3555	MCALLISTER	J A	71		F	5
522 70 0768	FEDERICO	R M	71		F	4

ATTACHMENT C

SAMPLE OF ADDITIONAL NAMES

EXAMPLE 1: The appointing authority has one position to fill. The original referral included the following names: Williams, Aguilar, and Vandoozer. Williams has accepted a job with another state agency and is no longer available. The appointing authority should receive the name of the individual at the next rank, #4, on the list. There is a tied score at that rank so the appointing authority will receive all names at the tied score: Loveto and Green.

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134 48 9941	FARO	J M	75		F	5
521 27 6584	OXENREIDER	S A	75		F	5
476 09 2113	RYAN	M	72		F	5
122 24 3555	MCALLISTER	J A	71		F	5
522 70 0768	FEDERICO	R M	71		F	4

EXAMPLE 2: The appointing authority has four positions to fill. Six names should have been referred but due to ties the appointing authority received seven names. The following names were referred: Williams, Aguilar, Vandoozer, Loveto, Green, Thompson and Ready. Ready was offered a position and declined it. The appointing authority is asking for a name to replace the individual who declined the position. No additional names should be referred. The appointing authority still has six names to select from for the four positions to be filled.

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CLASS TITLE: ADMIN ASSISTANT I

SSN	NAME	SCORE	VPI	SEX	ETH
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521 54 3392	AGUILAR T	93		M	4
521 15 2252	VANDOOZER K J	88		F	5
521 21 2121	LOVETO S	88		F	5
548 98 7266	GREEN L B	88		M	5
522 62 7170	THOMPSON D	86			0
520 46 9988	READY S	86		F	5
522 64 0444	MCGOWEN L L	85		F	5
524 39 5425	MCCOWN L J	84		F	5
523 68 5107	HASTINGS M F	83		F	4
523 45 4991	BROWN D M	79		F	5
521 92 2242	HARDING C A	78		F	4
521 94 5859	STEWART J L	77		F	5
523 80 8603	COX-JAUDON K S	76		F	5
134 48 9941	FARO J M	75		F	5
521 27 6584	OXENREIDER S A	75		F	5
476 09 2113	RYAN M	72		F	5
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